Tohoku University

Translated Information Archiving Database

User Manual

Ver 1.0   March 2023

Contents

Internet Browser Requirements

・Microsoft Edge Version 99 or later

・Google Chrome Version 99 or later

・Mozilla Firefox Version 98 or later

・Safari Version 15.4 or later (only on MacOS)

Revision History

Revision	Revision Date
1.0	March 23, 2023

Homepage Layout

① Search Menu

You can choose how you would like to search for terms: within documents, within dictionaries, or with a keyword used in context. More information is available on the following pages:

文書データ/**Document Search:** 7
辞書データ/**Dictionary Search:** 12
文脈データ/**KeyWord in Context Search:** 15

② Search Form

Here you can supply the terms you wish to search for within documents.
For more information, please see the *Document Search* section.

③ News

Click here to display a list of notifications. Click on *Read more* to display older notifications.

④ Guidelines

Click on the appropriate link to display guidelines, this manual, or other information.

⑤ Sign in

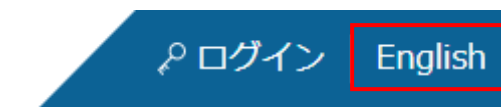Click here to sign in with your Tohoku University ID.

⑥ Japanese / English

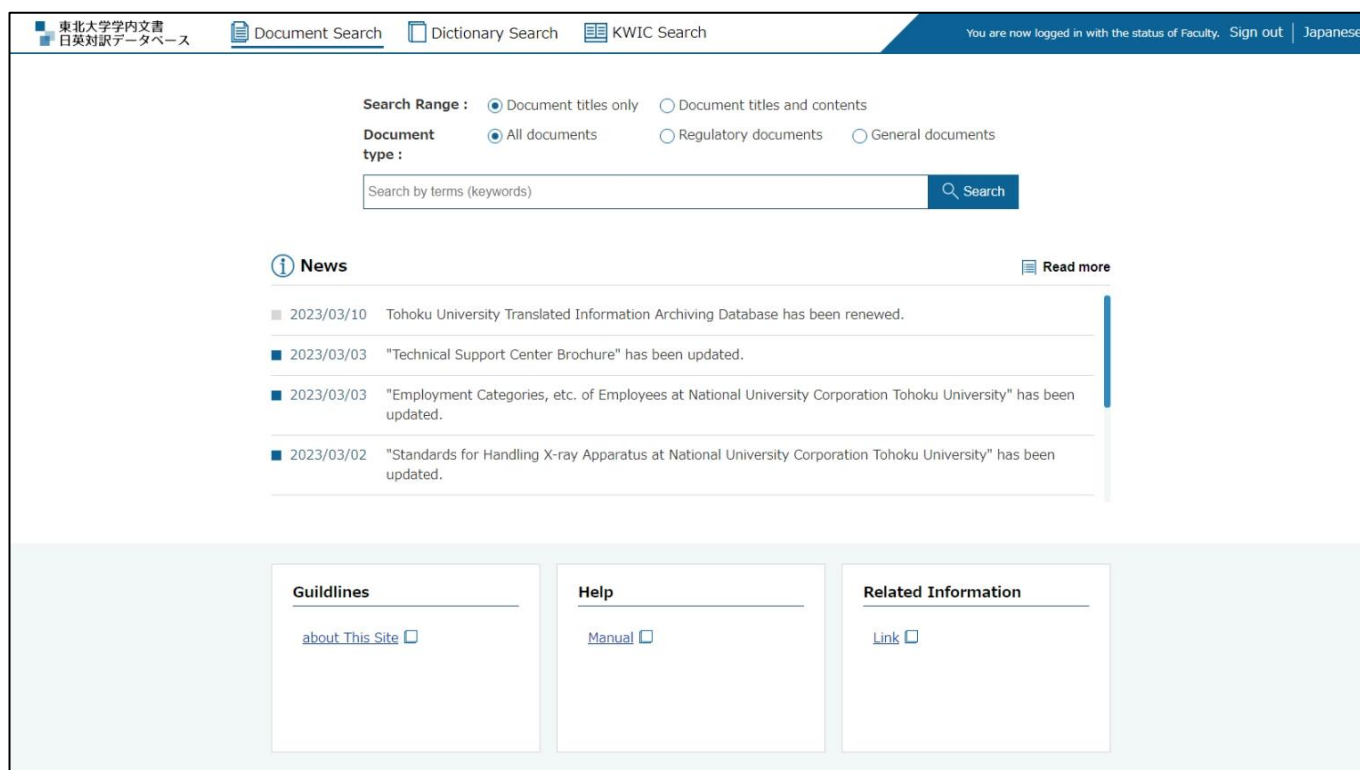Click here to change the interface language.

⑦ Logo

Click here to return to the homepage.

Changing the Interface Language (from Japanese to English)

1 **Click on *English* in the upper-right corner of the page.**

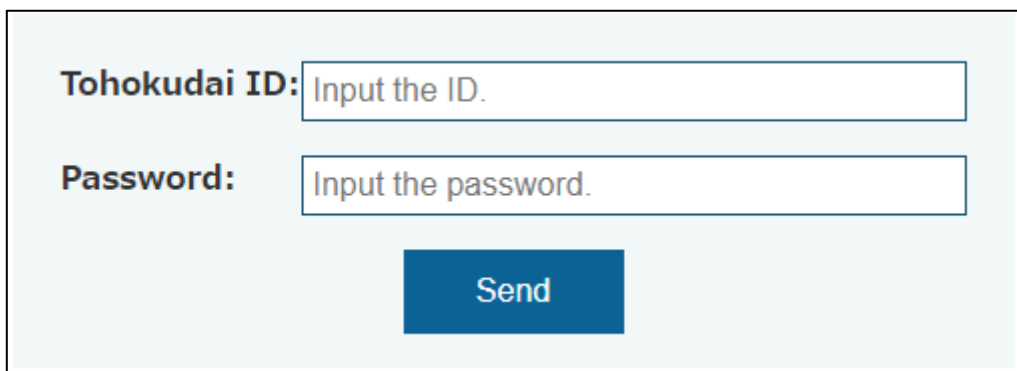**2** **The interface language will be changed to English as shown below.**

3 **Click on *Japanese* in the upper-right corner of the page to return to using a Japanese-language interface.**
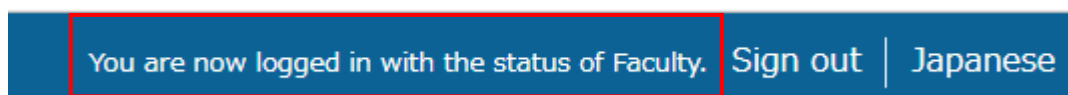
Changing your Sign-in Status

1   **In the upper-right corner of the page, click on *Sign in*.**

2   **Enter your Tohoku University ID (Tohokudai ID) and password, and click *Send*.**

3   **Your login status will be shown in the page's upper-right area.**
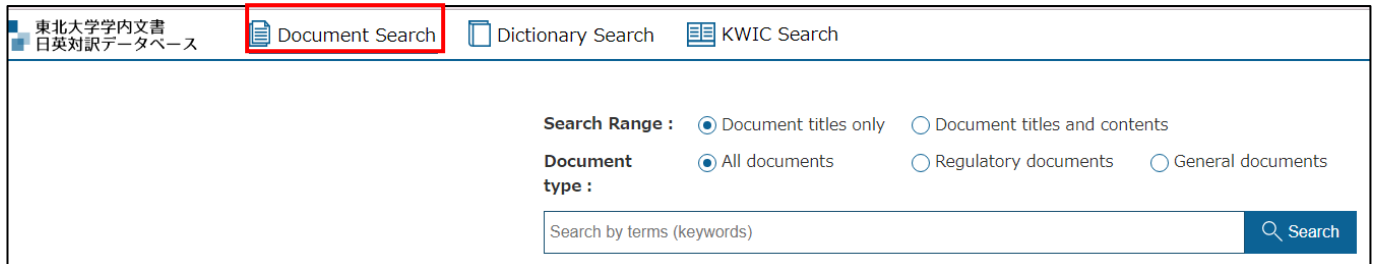
4   **Click on *Sign out* to sign out.**

Document Search

This option allows you to search for terms within documents and to then browse the documents.
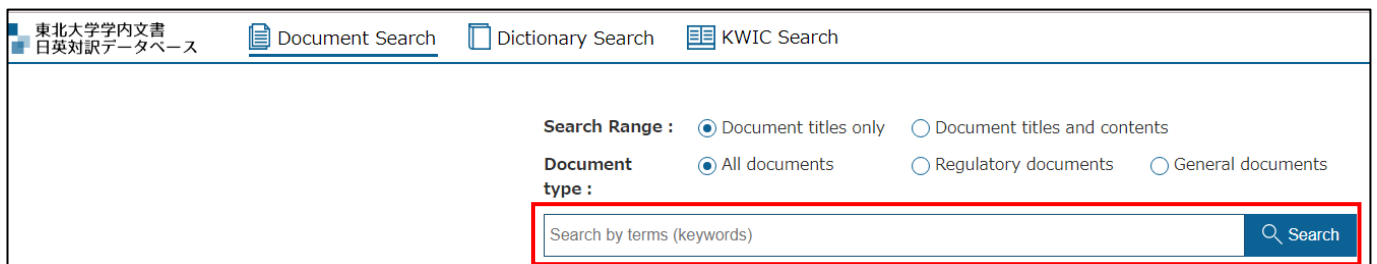
Performing a Simple Search

1 **Click on *Document Search*.**

2 **In the box, enter the terms for which you wish to find relevant documents and click *Search*.**

- You can choose to search for terms within *Document titles only* or within *Document titles and contents*. If you select *Document titles and contents*, you can search for documents which include the search term in either the document title or in their content, whereas *Document titles only* will only find documents which include the term within their titles.
  Please note that searches made using *Document Search* are case-sensitive. A query for 'book' will not find instances of 'Book'.

- You can choose to search among *All documents*, *Regulatory documents*, or *General documents* by selecting the appropriate radio button in the *Document type* section.

- Entering multiple search terms separated by a single space will run a query for documents that contain all of the terms (i.e., it will search using the AND operator).

3 **From among the *Document Search* results, you can click on document titles to open those documents.**

4 **The selected document will be displayed as shown below.**

Searching for Documents by Category

1 **Having run a query, you can narrow down the results by selecting the organizations and categories you want the documents to match. They are displayed to the left of the results. Select those you require and click *Search*.**

- Organizations and categories can be hidden or shown by clicking on Λ or V.

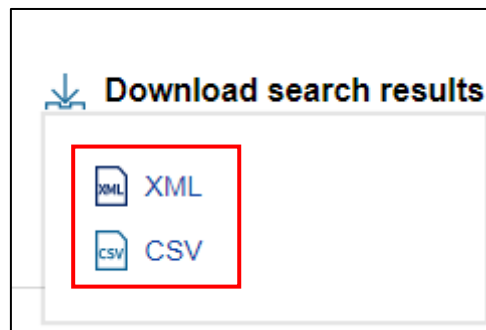**2** **The documents specific to the selected organizations/categories will be displayed.**

Downloading a List of Search Results

1 **Hover the mouse pointer over *Download search results* above the list of results.**

2 **The data may be downloaded as an XML or CSV file.**

3 **The list will be downloaded in the selected format.**

- The downloaded file will contain the following content:

文書番号	Document code
文書種類	Document type
文書種類名（詳細）	Document type (in detail)
文書名（日本語）	Document title
文書名（かな）	Document title in *kana*
文書名（英語）	Document title in English
公開対象	Target readership
ステータス	Status
登録日	Date of Registration

Page Layout for Documents

| ①	Previous document; Next document	These are displayed only when multiple documents are found following a keyword search. Click to move to the previous or next document.
②	Document title	The Japanese and English titles of the document.
③	Document information	Click here to show or hide detailed document information.
④	Document information	Detailed information about the document will appear here (*Kana* Title, Dictionary version, Document type, Publish target, Organization, Category, Registered date of the document).
⑤	Search keywords	This check box is displayed only when carrying out keyword searches. Check to highlight the specified keyword within the text.
⑥	Contents	Displayed only when the document type is *Regulatory documents*. Check to show or hide the corresponding section of the text.
⑦	Document text	Displays the content of a document.
⑧	Document display format	Click to select how you wish the text to be displayed.
⑨	File download	Click to download the document. ・Language: Japanese and English one by one (line-by-line); Japanese; English ・Format: TXT (Shift-JIS or UTF-8); XML; DOCX; PDF* 　*PDF is available only when a reference file has been registered.

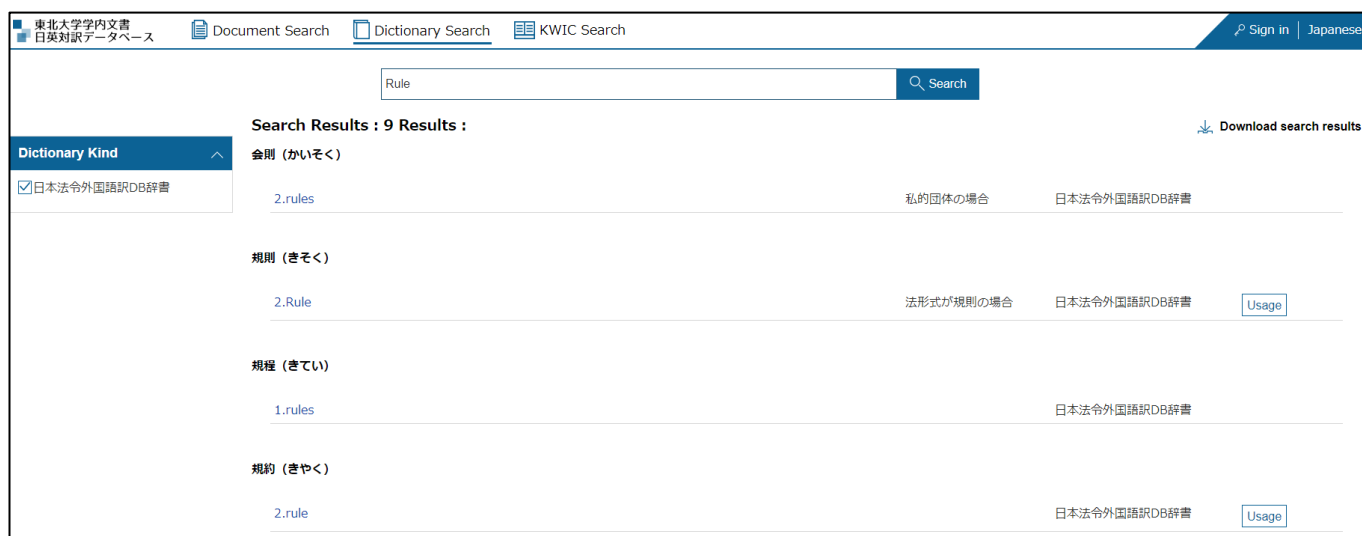# Searching for Documents Using the Dictionary

Search by Term (Keyword)

1 **Click on *Dictionary Search* at the top of the home page.**
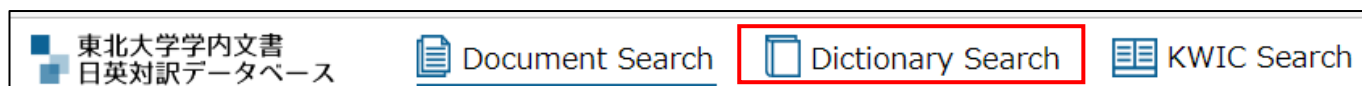
2 **Enter the keywords you wish to find in the box and click *Search*.**
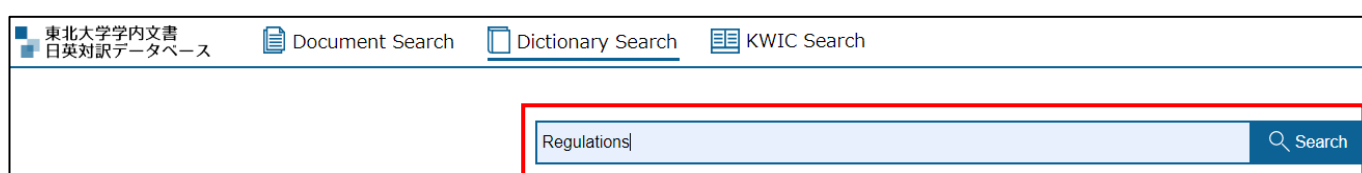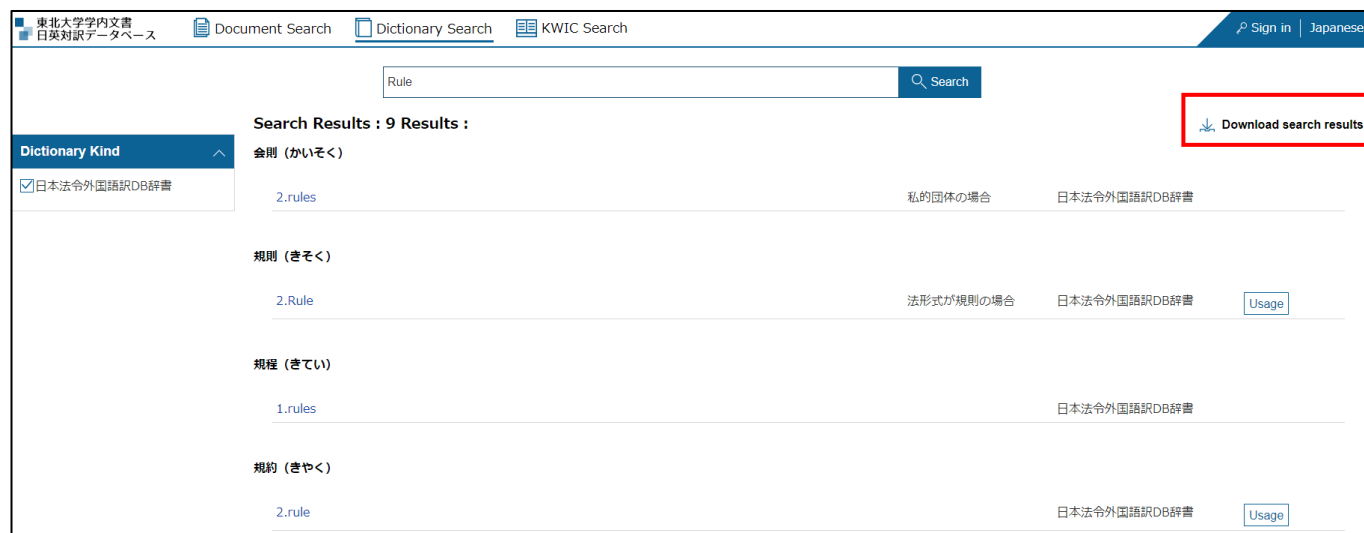

3 **The results will be displayed as shown below.**

- The queried term, translations thereof, and the dictionary consulted will be displayed.

- Clicking the *Usage* button will open a pop-up window showing examples of how the term is used.
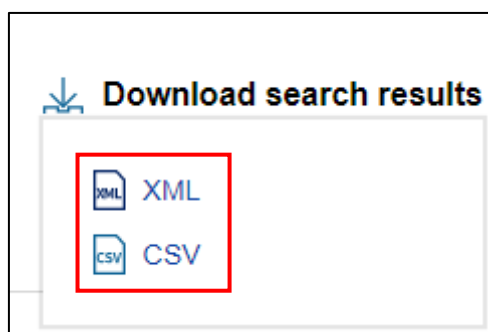
Downloading Lists of Results

4 **Hover the mouse pointer over *Download search results* above the list of results.**

5 **The data may be downloaded as an XML or CSV file.**

6 **The list will be downloaded in the selected format.**

- The downloaded file will contain the following content:

用語	Term
読み	Term in *kana*
訳語候補番号	Potential candidate codes
訳語候補	Potential candidates
使い分け基準	Criteria for using the term
用例（和文）	Example of use in Japanese
用例（英文）	Example of use in English
用例出典	Sources of examples
辞書種類	Dictionaries consulted
注釈	Annotations

Searching for Instances of the Translated Terms Used in Context

1 **From among the results, click on the queried term or its translation.**

2 **A list of documents which contain the term or its translation will be displayed.**

Search for Translated Terms with Context (KeyWord In Context)

1 **Click on *KWIC Search* at the top of the home page.**
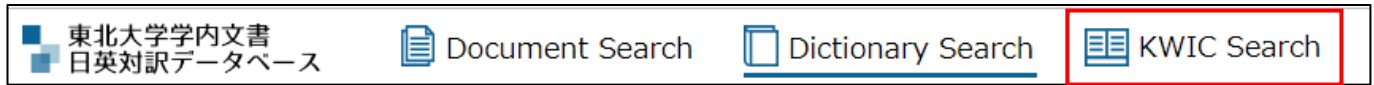
2 **Enter your query in the *Keyword* (キーワード) box and click Search (検索).**

- The keyword can be entered in Japanese or English.

3 **The keyword and translations thereof will be displayed with a sentence or paragraph demonstrating the context in which they have been used.**

- Sentences that contain the keyword will be displayed in the left window. The keyword will be indicated in blue.

- Translations for each of the sentences on the left will be displayed on the right. The translated keywords will appear in green.

- An automatically selected translation will be shown in the *Translations* (対訳候補) box. If the displayed translation is not what you were seeking, select a different translation from those on the list. If you select a translation and click *Realign* (訳語再検索), that specific translation will appear in red in the sentences below.

4 **To display complete sentences or paragraphs in the window at the bottom of the page, click either the Japanese or English sentence in the table above.**

Troubleshooting Q&A

Q: Can I query the database using Japanese and English words at the same time?

A: Yes (when using the *Document Search* function). Enter both Japanese and English keywords, separating each keyword with a pipe (|) before conducting the search. The resulting list will include all documents that include either or both of the keywords.

Q: What is "Keyword in Context Search"?

A: "Keyword in Context Search" is a powerful translation support tool that shows how a word/phrase has been translated, along with the context, in documents/information stored in the Tohoku University Translated Information Archiving Database. If you submit a query for any word or phrase, the results will be displayed in the form of translated sentences that include said word or phrase along with translations extracted from all of the data in the Tohoku University Translated Information Archiving Database. You may find this function useful when translating documents, as it provides examples with a variety of contexts.

Q: How can I use the mouse to select the text that results from a document search or dictionary search?

A: In order to use the mouse to select a string (document title, term, etc.) which contains a link, you must hold down the *Alt* key while selecting it.

Q: I pasted a copied string into a program (such as Microsoft Word), but it kept the on-screen formatting. How can I paste the text without the formatting?

A: If you copy the on-screen text and paste it directly into Microsoft Word, etc., it may be pasted as it appears on the screen, incorporating the original text color, text style, and other formatting.

In order to paste text from the Internet without the formatting, right click and select the *Keep Text Only* option under *Paste Options*.